



# Facility Management

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DATE 05-01-96 UPDATED MAY 11, 2004

POLICY NUMBER 12-90

**SUBJECT: SOLICITATIONS/POSTING OF HANDBILLS, POSTERS & PLACARDS**

## **POLICY STATEMENT**

To protect state employees from unnecessary interference and disturbances during their working hours, Facility Management, under the authority granted in NDCC Section 54-21-18, establishes the following policies and procedures:

No solicitations of any kind are permitted in buildings on the Capitol grounds without first receiving written approval from Facility Management.

All groups or organizations who are granted permission to solicit on the Capitol grounds must first sign a Waiver and Release from Liability Form or provide the Facility Management Division with a signed insurance and indemnity agreement, which will include a certificate of insurance naming Facility Management as an additional insured on the policy for the dates of the scheduled activity on the Capitol grounds.

The only exceptions to this policy are for solicitations between employees, which may take place on their break periods or for inter-office or agency purposes.

The city of Bismarck and the Capitol Complex both enforce ordinance 5-02-02, Posting of Handbills, Posters and Placards.

A person may not without first obtaining the consent of the owner or occupant paste, stick, post handbills, placards or posters upon any private property or on any vehicles that may be parked at the Capitol Complex.